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| TAB_col_white_backgroundMSc/Diploma in Clinical Pharmacy, Manchester Pharmacy School.**Progress Meeting 1** Year 1, Week 0, Semester 1 |
| Meeting Date (week 0): |
| Meeting Agenda:1. Learning Contract. Read, amend and sign the contract. Keep a copy but also upload a copy in Blackboard
2. Discuss the programme requirements and how these will be fulfilled at work, particularly:
3. Study Days – book time out of the department
4. Exam dates – book time out of the department
5. Study leave (if applicable) – book time out of the department
6. Identification of, and supervision of patient selection for pharmaceutical care plans
7. Discuss workplace Tutor support for semester one and how these will be fulfilled at work, particularly:
8. Arrange Progress Meeting Dates (week 0, 6, 10 and 13-18 semester 1 and 2). These meetings are the minimum required and you may plan in more frequent catch-ups. Plan this time in.
9. Discuss the requirement for two case-based discussions per semester (prior to submission dates in week 4 and 8). This is the minimum required, you may agree to discuss more cases. Plan this time in.
10. Discuss the requirement for two observations in practice (either DOPS, CSA or PCA) per year in preparation for portfolio submission in semester 1 and EBP in semester 2. This is the minimum required, you may agree to more observations. Plan this time in.
11. Share the tutors’ experiences of studying and working, and previous tutor arrangements. What went well? What did not go well? How can you both build a mutually beneficial partnership?
12. Make sure the following are in place: Blackboard access, @manchester.ac.uk email address, student ID card. Access the Virtual Common room.
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| Minutes: |
| Matters Arising:1. Schedule a date for Progress Meeting 2
2. Schedule dates for observations of practice. Think about whether a DOPS, CSA or PCA will be most suitable
3. Schedule dates for case-based discussions
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| Any Other Business:1. Upload completed learning contract and progress meeting form to Blackboard
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| Agree Date of next meeting (in week 6): |
| Planned dates for CBD/DOPS/CSA/PCA: |
| **Signed (Student):** | **Signed (Tutor):** |